

[DEVELOPER'S LETTERHEAD]

_____, 20____

LETTER OF PERMISSION
[FOR OFF-SITE GRADING]

{Addressee = off-site Owner} _____

Re: [NAME OF CONSTRUCTION/SITE PLAN]

Dear _____:

[NAME OF DEVELOPER] has prepared and submitted for County review and approval a [subdivision] [site development] designated as [SBRD] [STPL] _____, and known as [name of project] which is adjacent to your property identified as [DESCRIPTION OF OFF-SITE PROPERTY], Tax Map _____ Parcel _____, Loudoun County, Virginia.

Enclosed please find a set of the construction plans and profiles for the said project dated _____, _____. [Please refer to the Clearing and Grading Plan (page __) as revised on _____, _____.]

In order to accommodate construction of certain public improvements necessary to the approval of the project, it will be necessary to perform clearing, grading and related activities on a portion of your property as shown on the enclosed [Clearing and Grading] Plan. Consequently, Loudoun County requires that [NAME OF DEVELOPER] obtain written permission from you to perform such activities on your property.

Accordingly, we hereby request that you grant permission for [NAME OF DEVELOPER] and, in the event of [Developer]'s termination of the work prior to completion, Loudoun County, to clear and grade on your property subject to the following conditions:

1. The clearing and grading limits are those areas identified on the construction plans/site plan for "[TITLE OF CONSTRUCTION PLANS/SITE PLAN]" prepared by dated _____, 20____, as revised _____, 20____, a copy of which is attached.
2. The clearing and grading activities shall not be performed outside of the clearing and grading limits as shown on the plans without the further

written permission of the owner.

3. After the construction is completed, all disturbed areas on your property will be properly graded and seeded with a stand of grass developed satisfactory to you.
4. [NAME OF DEVELOPER], its agents, contractors and assigns, shall hold you and your employees, heirs, successors and assigns, harmless from any and all damage and liability as a result of the clearing and grading activities.

If you are in agreement with permitting [NAME OF DEVELOPER], to clear and grade on your property in accordance with the conditions outlined above, please sign in the space provided below and return two originals to me for submission to Loudoun County.

Your cooperation and understanding in these matters is greatly appreciated.

Very truly yours,

_____, Developer
By: _____
Title: _____

[PROPERTY OWNER SIGNATURE AND NOTARY BLOCK FOLLOWS.

MUST BE NOTARIZED.

7/1/07: NEW STATUTE: NOTARY CERTIFICATION FOR OWNER SIGNATURE MUST BE ON SAME PAGE AS OWNER SIGNATURE]

SEEN AND AGREED TO: _____
Property Owner, Tax Map _____ /Parcel _____
DATE: _____

STATE OF _____
COUNTY OF _____

I, _____, a Notary Public, in and for the aforesaid jurisdiction, do hereby certify that _____ personally appeared before me and signed the attached document on _____.

Notary Public

My Commission Expires: _____